

~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 August 1957

FROM : Chief, Clerical Training

25X1

SUBJECT: Report Number 35, Week of 20 - 26 August 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 20 August there were [] people in Clerical Induction Training. Of these [] were entering for the first time. 25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation Training there were [] people for the week of 20 August. 25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 20 August were as follows: 25X1

	Tested	Qualified
Shorthand		
Typewriting		

25X1

4. [] Fulfills Contract. It has been the good fortune of Clerical Training to have had the services of []

[] from 29 July through 23 August 1957. [] taught shorthand and typewriting to uncleared clerical personnel who were being trained in Clerical Induction Training. The quality of [] work, the willingness with which she assumed the teaching duties, and the pleasure of having her on our staff makes us hope that it will be possible for us to have her work with Clerical Training during the peak-load period of next summer. 25X1

5. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to on-duty clerical employees on 26 August were as follows:

	Tested	Qualified
Shorthand		
Typewriting		

25X1

25X1

25X1

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